



SecureTrust SAQ A Instruction Guide

Purpose: These instructions will assist in registering your account for PCI compliance, validating PCI Compliance readiness, and completing the annual PCI questionnaire.

Contents

SAQ A Instructions 2

SAQ A Renewal Instructions..... 8

Schedule a Scan Instructions 10

SAQ A Instructions


1. Click **Begin Step**.

YOUR NEXT STEP

Check your business profile

Answer a few simple questions about your business to help us determine the type of security assessment you need to complete.

BEGIN STEP



2. Click **Start Business Profile**.

What's next?

- 1 We will ask you some questions
Mostly around how your business is set up to handle credit and debit card payments. Your answers help us to figure out the level of security risks that your business may have so we only ask you questions relevant to your business.
- 2 We will help you protect your business
To help you understand the areas of your business that might be at risk, you will be brought through your security assessment and any scanning if needs be.
- 3 Confirm your business is secure
You will be asked to confirm and validate your responses and any scanning tasks that you were required to undertake. PCI DSS refer to this as your Attestation of Compliance (AoC).

START BUSINESS PROFILE

3. Click the circle next to “Expert” and then click **Next**.

Pick an assessment method

- Guide Me - Choose this option to receive step-by-step guidance throughout the compliance validation process. Next series of questions will help determine your PCI scope. Your PCI scope is used to ensure the right PCI requirements for your business type are covered.
- Expert - Choose this option to be able to select from a list of available PCI SAQ forms to complete without step-by-step guidance. Next series of questions will help recommend a SAQ form.
- Upload - Choose this option if you are already certified with another provider and need to upload your compliance documents to this account

[NEXT](#)

4. Click the circle next to “Self Assessment Questionnaire (SAQ) A” and click **Next**.

Your current valid PCI DSS compliance assessment type

Please select the PCI DSS compliance assessment type that you are submitting from the selection below.

- Self Assessment Questionnaire (SAQ) A
- Self Assessment Questionnaire (SAQ) A-EP
- Self Assessment Questionnaire (SAQ) B
- Self Assessment Questionnaire (SAQ) B-IP
- Self Assessment Questionnaire (SAQ) P2PE
- Self Assessment Questionnaire (SAQ) C-VT
- Self Assessment Questionnaire (SAQ) C
- Self Assessment Questionnaire (SAQ) D
- Self Assessment Questionnaire (SAQ) D-Service Provider (upload only)
- Report on Compliance (upload only)

[PREVIOUS](#) [NEXT](#)

5. If scanning is required in your environment, select **Yes**.

Does your compliance assessment require scanning?

Is quarterly scanning a requirement of your PCI DSS compliance assessment, otherwise referred to as an ASV External Vulnerability Scan?

Yes No

[PREVIOUS](#) [NEXT](#)

6. Answer the **Third-Party Payment Service Providers** question.

Third-party payment service providers

Do you have relationships with one or more third-party service providers that store, process, or transmit account data on your company's behalf (for example, payment gateways, payment processors, payment service providers (PSPs), and off-site storage)? [?](#)

Yes No

[PREVIOUS](#) [NEXT](#)

7. Answer the **Password Policy** question.

Password policy

Do you enforce a minimum password length of seven characters, containing both numeric and alphabetic characters, for user accounts on all POS devices, computers and systems in your business? [?](#)

Yes No

Please note: After 31st March 2025, you will need to enforce a minimum password length of twelve characters (where twelve characters are supported, otherwise a minimum of eight characters is required). This also applies to passwords used by all non-customer users and administrators with access to e-commerce websites/webservers.

[PREVIOUS](#) [NEXT](#)

8. Fill out the summary information then click **Next**.

A summary of how and where you handle card payments

Please provide the information requested below. This will form part of your Attestation of Compliance

List your business premises type(s) and a summary of locations that are relevant to your PCI DSS assessment (eg, retail outlets, corporate offices, data centres, call centres etc..) ?

0/4000

Generally, how does your business store, process and/or transmit cardholder data? ?

0/4000




Briefly describe the environment and/or systems covered by this assessment ?


0/4000

[PREVIOUS](#) [NEXT](#)

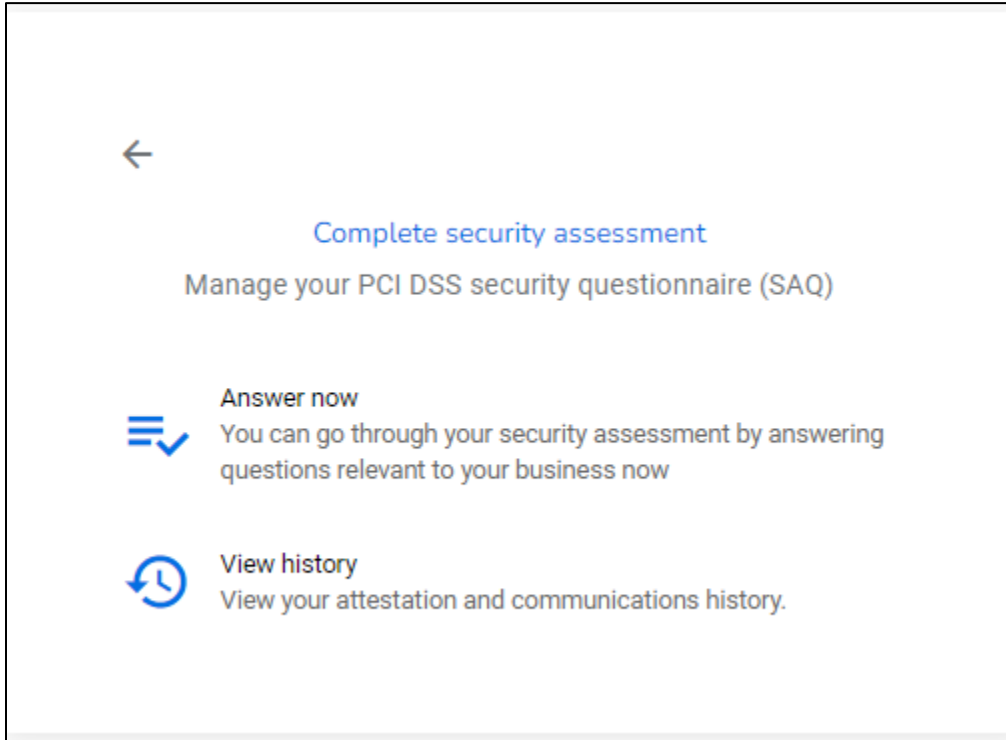
9. Click **Manage** in the **Complete Security Assessment** box.

Here are your available compliance tools

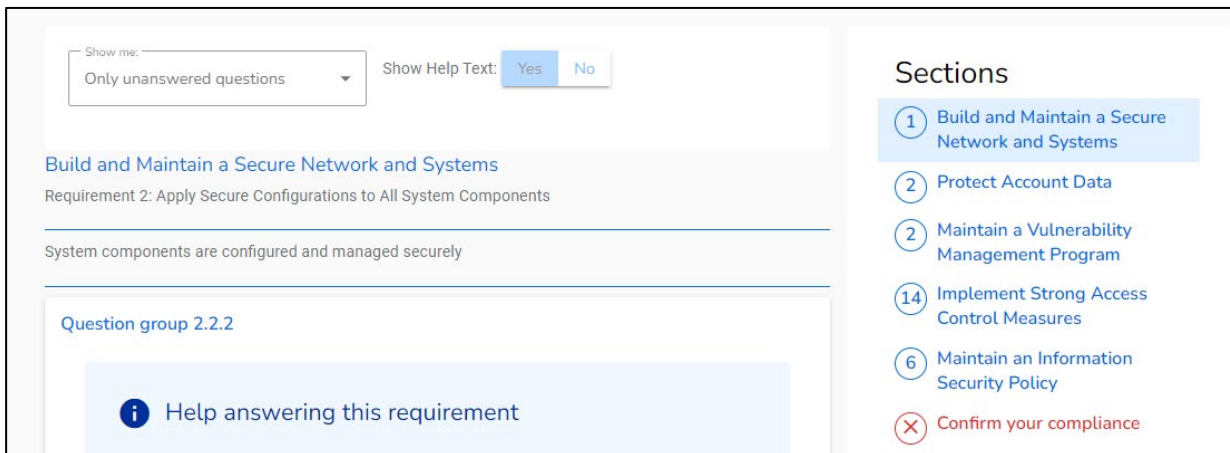
 Your business profile Complete SAQ type A MORE INFO MANAGE	 Be scan compliant PCI DSS External Vulnerability Scan result has expired MORE INFO MANAGE	 Complete security assessment 25 Unanswered questions 0 Remediation tasks MORE INFO MANAGE
---	---	--



10. Click **Answer Now**.



11. Answer all the unanswered questions (the number of questions may vary).



12. Click **Confirm Your Compliance** (if not already in that section).

Confirm your compliance

Please review the form below and ensure all sections are correct and complete

✓ Your organization information details

Company name Wind River Test - MX Team	Contact name* Test Account
Title	Telephone numbers 608.442.4223
Email address	Business address 65
Madison	Wisconsin

Sections

- ✓ Build and Maintain a Secure Network and Systems
- ✓ Protect Account Data
- ✓ Maintain a Vulnerability Management Program
- ✓ Implement Strong Access Control Measures
- ✓ Maintain an Information Security Policy
- ✗ **Confirm your compliance**

13. Click **Confirm Your Attestation**.

✓ Type of business

✓ Description of environment

✓ Eligibility to complete SAQ A

✓ Acknowledgement of status and attestation

✓ Merchant Executive Officer

✗ Attestation

✓ **Information for Submission.**

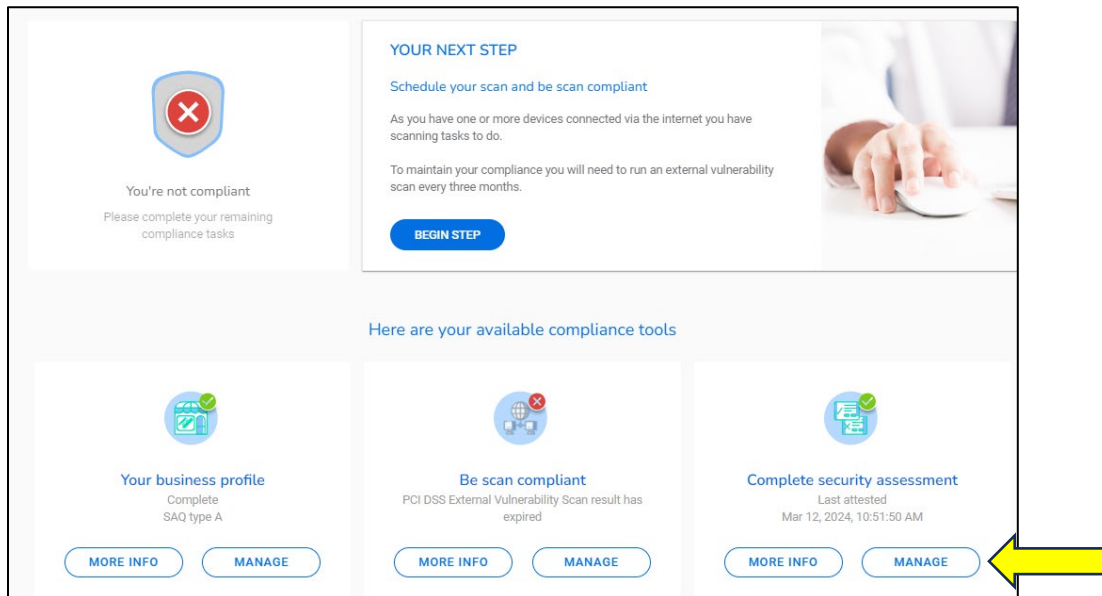
Based on the results noted in the SAQ A dated Mar 21, 2024, the signatories identified in Parts 1.1, assert(s) the following compliance status for the entity identified in Part 2 of this document as of Mar 21, 2024:

Compliant: All sections of the PCI DSS SAQ are complete, all questions answered affirmatively. You are required to maintain compliance with PCI DSS at all times.

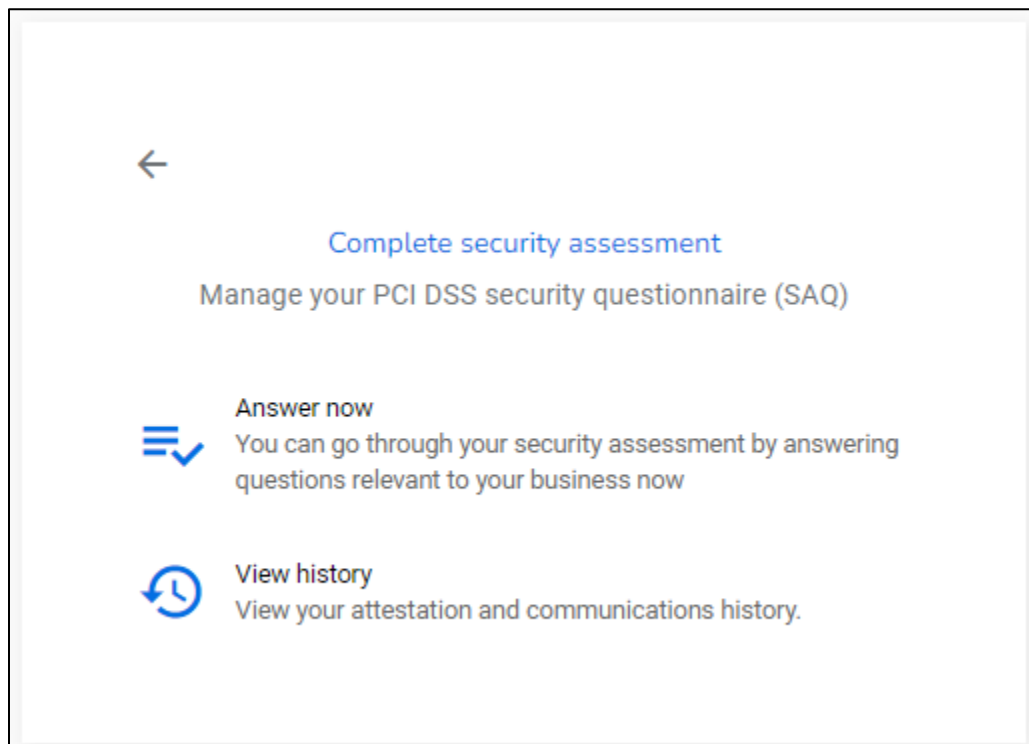
CONFIRM YOUR ATTESTATION

SAQ A Renewal Instructions

1. Click **Manage** in the **Complete Security Assessment** box.



2. Click **Answer Now**.



3. Click the **Confirm Your Compliance** in the Sections box.

Confirm your compliance

Please review the form below and ensure all sections are correct and complete

✓ Your organization information details

Company name Wind River Test - MX Team	Contact name* Stephanie OConnor
Title	Telephone numbers 608.442.4223
Email address	Business address 65

Sections

- ✓ Build and Maintain a Secure Network and Systems
- ✓ Protect Account Data
- ✓ Maintain a Vulnerability Management Program
- ✓ Implement Strong Access Control Measures
- ✓ Maintain an Information Security Policy
- ✓ **Confirm your compliance**

4. Scroll down to the Attestation Box and click **Confirm Your Attestation** (it may also say nothing has changed).

✓ Attestation

✓ **Information for Submission.**

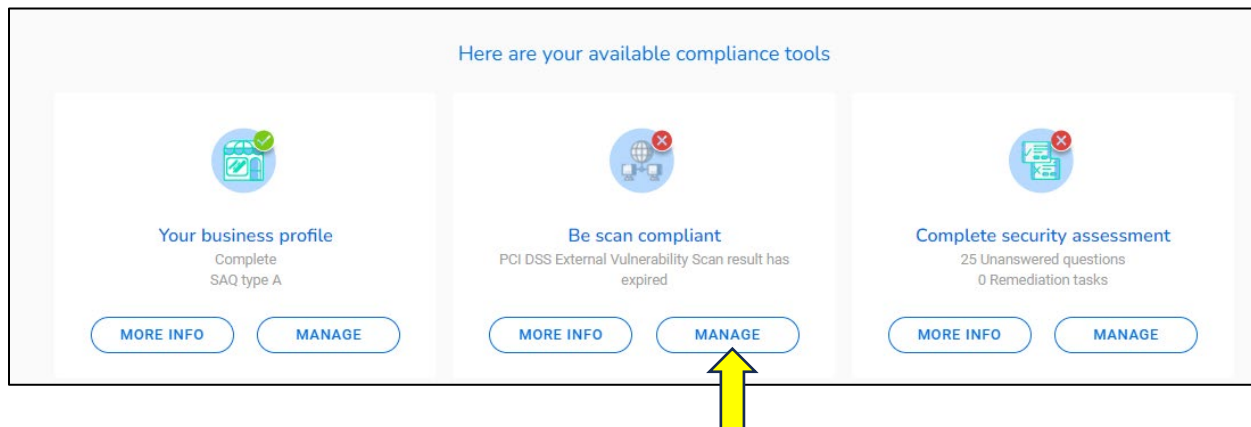
Based on the results noted in the SAQ A dated Mar 28, 2024, the signatories identified in Parts 1.1, assert(s) the following compliance status for the entity identified in Part 2 of this document as of Mar 28, 2024:

Compliant: All sections of the PCI DSS SAQ are complete, all questions answered affirmatively. You are required to maintain compliance with PCI DSS at all times.

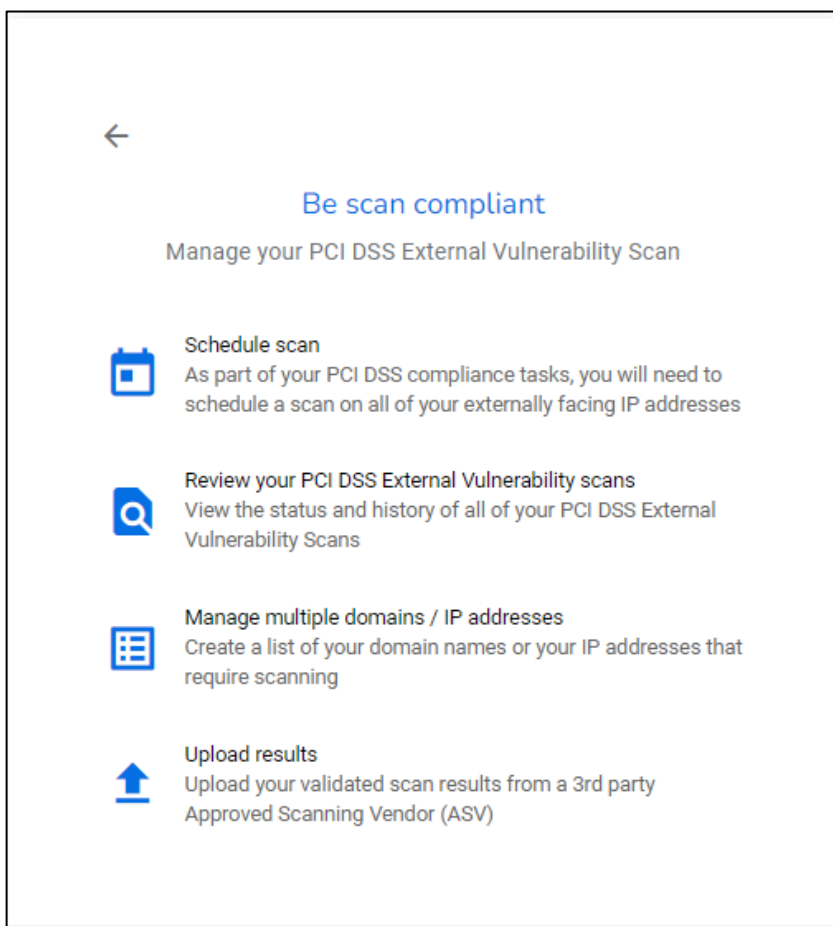
CONFIRM YOUR ATTESTATION

Schedule a Scan Instructions

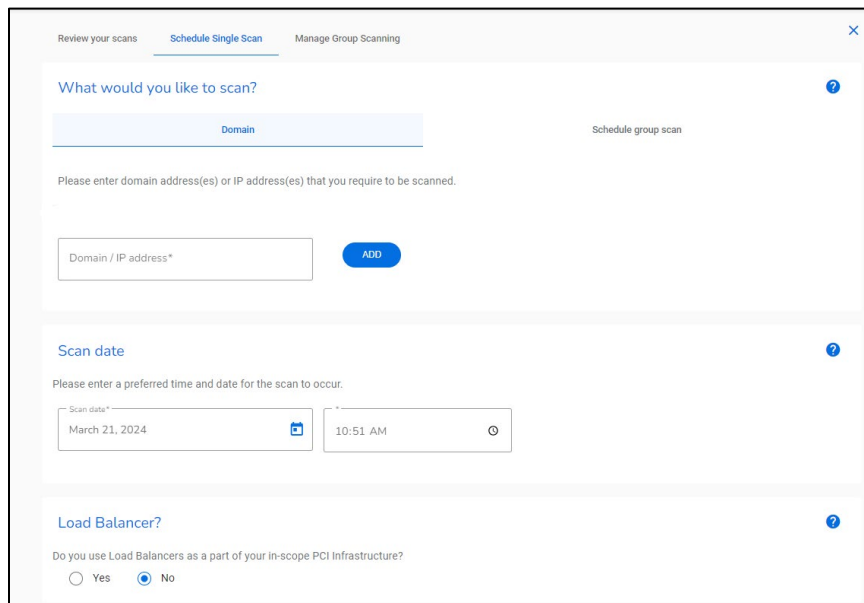
1. If your environment requires scans, the portal will prompt for scans after completing the business profile. Click **Manage** in the **Be Scan Compliant** box to get started.



2. Click **Schedule a Scan**.



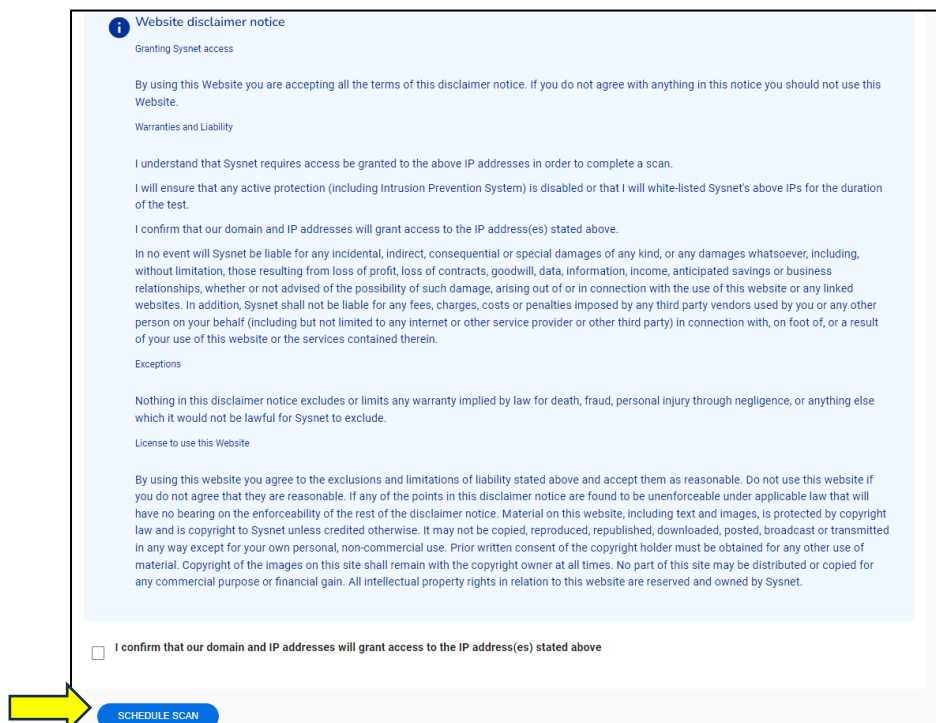
3. Fill in the IP Address(es) that need to be scanned.



The screenshot shows the 'Schedule Single Scan' form with the following sections:

- What would you like to scan?**: Includes a 'Domain' section with a text input field labeled 'Domain / IP address*' and an 'ADD' button. Below it is the instruction: 'Please enter domain address(es) or IP address(es) that you require to be scanned.'
- Scan date**: Includes a date picker set to 'March 21, 2024' and a time picker set to '10:51 AM'. Below it is the instruction: 'Please enter a preferred time and date for the scan to occur.'
- Load Balancer?**: A question 'Do you use Load Balancers as a part of your in-scope PCI Infrastructure?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected.

2. Click the box confirming your domain and click **Schedule Scan**.



The screenshot shows the 'Website disclaimer notice' form with the following sections:

- Website disclaimer notice**: A header with an information icon.
- Granting Sysnet access**: A section with the text: 'By using this Website you are accepting all the terms of this disclaimer notice. If you do not agree with anything in this notice you should not use this Website.'
- Warranties and Liability**: A section with the text: 'I understand that Sysnet requires access be granted to the above IP addresses in order to complete a scan. I will ensure that any active protection (including Intrusion Prevention System) is disabled or that I will white-listed Sysnet's above IPs for the duration of the test. I confirm that our domain and IP addresses will grant access to the IP address(es) stated above.'
- Exceptions**: A section with the text: 'In no event will Sysnet be liable for any incidental, indirect, consequential or special damages of any kind, or any damages whatsoever, including, without limitation, those resulting from loss of profit, loss of contracts, goodwill, data, information, income, anticipated savings or business relationships, whether or not advised of the possibility of such damage, arising out of or in connection with the use of this website or any linked websites. In addition, Sysnet shall not be liable for any fees, charges, costs or penalties imposed by any third party vendors used by you or any other person on your behalf (including but not limited to any internet or other service provider or other third party) in connection with, on foot of, or a result of your use of this website or the services contained therein.'
- License to use this Website**: A section with the text: 'Nothing in this disclaimer notice excludes or limits any warranty implied by law for death, fraud, personal injury through negligence, or anything else which it would not be lawful for Sysnet to exclude. License to use this Website. By using this website you agree to the exclusions and limitations of liability stated above and accept them as reasonable. Do not use this website if you do not agree that they are reasonable. If any of the points in this disclaimer notice are found to be unenforceable under applicable law that will have no bearing on the enforceability of the rest of the disclaimer notice. Material on this website, including text and images, is protected by copyright law and is copyright to Sysnet unless credited otherwise. It may not be copied, reproduced, republished, downloaded, posted, broadcast or transmitted in any way except for your own personal, non-commercial use. Prior written consent of the copyright holder must be obtained for any other use of material. Copyright of the images on this site shall remain with the copyright owner at all times. No part of this site may be distributed or copied for any commercial purpose or financial gain. All intellectual property rights in relation to this website are reserved and owned by Sysnet.'
- Confirmation**: A checkbox labeled 'I confirm that our domain and IP addresses will grant access to the IP address(es) stated above'.
- SCHEDULE SCAN**: A blue button at the bottom, highlighted by a yellow arrow.

3. After the scan is completed, the results will be emailed to your contact information on file. Review those to confirm the scan was successful or take any required steps to finalize the scanning process.